



## TEXAS DEPARTMENT OF LICENSING AND REGULATION

### LICENSED COURT INTERPRETER APPLICATION CHECKLIST

P. O. Box 12157 Austin, TX 78711	920 Colorado Austin, TX 78701	(800) 803-9202 (512) 463-6599 FAX: (512) 475-2871	www.tdlr.texas.gov cs.court.interpreters@tdlr.texas.gov
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To become a Licensed Court Interpreter, you must complete and submit the following information:

☐ **PRE-EXAM ORIENTATION**

The applicant must successfully complete a 6 hour Department Approved Orientation course before they are eligible to take the written and oral examinations. The certificate of completion must be submitted with the Licensed Court Interpreter License Application.

☐ **LICENSED COURT INTERPRETER APPLICATION**

This application must be completed to become a Licensed Court Interpreter to perform court interpretation services pursuant to Government Code, Chapter 57, Subchapter C.

**This completed application is required prior to scheduling your Texas examination. If your application is approved, we will notify the exam provider (PSI) and they will send you a postcard to proceed with scheduling your examination. The exam fees will be paid directly to PSI.**

☐ **FEES**

The license application fee is \$75. Make one check or money order for the total amount payable to the Texas Department of Licensing and Regulation. Mail fee and paperwork to: TDLR, P. O. Box 12157, Austin, TX 78711. **Do not send exam fees to TDLR. The exam fees will be paid directly to PSI.**

The Department accepts examinations offered by the following entities as satisfying both the written and oral examination requirements:

- National Center for State Courts Consortium member state (757) 253-2000,
- Federal Court Interpreter Certification (916) 263-3494,
- National Association of Judiciary Interpreters and Translators (NAJIT)

The Department accepts examinations offered by the following entities as satisfying the oral examination requirements if the Department does not offer an oral examination in that language.

- Federal Bureau of Investigation (FBI), Language Line Services (800) 752-0093
- Lionbridge (888) 241-9141 ext. 3966
- Language Testing International (800) 486-8444 Academic Test

PLEASE ATTACH TO THE APPLICATION ONE CHECK OR MONEY ORDER FOR THE TOTAL AMOUNT DUE, PAYABLE TO THE TEXAS DEPARTMENT OF LICENSING AND REGULATION. FEES AND DOCUMENTS SHOULD BE MAILED TO:

TDLR  
PO BOX 12157  
AUSTIN, TEXAS 78711

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157 - Austin, Texas 78711-2157  
(800) 803-9202 - (512) 463-6599 - FAX (512) 475-2871  
www.tdlr.texas.gov - court.interpreters@tdlr.texas.gov

APPLICATION FOR:

**TEXAS LICENSED COURT INTERPRETER APPLICATION**

PURSUANT TO GOVERNMENT CODE, TITLE 2, SUBTITLE D, CHAPTER 57

**DO NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW**

FEE	RECEIPT NUMBER	EVENT CODE	FEE AMOUNT	PMT. AMOUNT	MONEY TYPE
License Application Fee		07015	\$ 75.00		

**DO NOT WRITE ABOVE THIS LINE****NOTE:** ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.**IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN TWELVE (12) MONTHS OF THE FILING DATE, THE APPLICATION WILL BE CLOSED.****1. Applicant's Full Name:**

\_\_\_\_\_  
Last First Middle Suffix (JR, SR, III)

**2. Date of Birth:**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Month Day Year

**3. Gender:**

**FEMALE** **MALE**  
(Circle One)

**3. Applicant's Social Security No.:**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Note: Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.

**4. Have you ever been licensed as a Court Interpreter by the State of Texas?**

(circle one) **Yes** **No** If "YES" list the license number: \_\_\_\_\_

**5. Physical Location:** STREET ADDRESS MUST BE DESIGNATED BELOW. (A license will not be issued to a P.O. Box only.)

\_\_\_\_\_  
Number, Street, Suite No., Apt. No.

\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
City State Zip Code Area Code Phone Number

**6. Mailing Address and Contact Information:** (USED FOR ALL CORRESPONDENCE) (P.O. Box is allowed for this address.)

\_\_\_\_\_  
Number, Street, Suite No., Apt. No.

\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
City State Zip Code Area Code Phone Number

FAX Number: (\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number E-mail Address (johndoe@aol.com for example) See Note 1

**THIS FORM CONSISTS OF 2 PAGES.**

<b>7. (a) Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?</b>  If the answer is YES, submit a "Criminal History Questionnaire" with this application. All forms may be found on our website at: <a href="http://www.tdlr.texas.gov/court/lciforms.htm">www.tdlr.texas.gov/court/lciforms.htm</a>	Yes _____ No _____
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<b>(b) Have you ever had a license, certification or registration suspended, revoked or denied in any state ?</b> If the answer is YES, submit a "Disciplinary Action Questionnaire" with this application. All forms may be found on our website at: <a href="http://www.tdlr.texas.gov/court/lciforms.htm">http://www.tdlr.texas.gov/court/lciforms.htm</a>	Yes _____ No _____
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**8. INDICATE THE LANGUAGE(S) IN WHICH YOU SEEK ENDORSEMENT:**  
 (Indicate below by circling the language(s) you seek endorsement)

ARABIC	HMONG	MANDARIN	SPANISH
CANTONESE	KOREAN	POLISH	VIETNAMESE
HAITIAN CREOLE	LAOTIAN	RUSSIAN	OTHER _____

**9. Have you successfully completed the Pre-Exam Orientation Course?**    ☐ Yes    ☐ No    If YES, attach a copy of the certificate.

**NOTICE REGARDING APPLICABLE FEES**

- If you submit an insufficient fee amount with this application, or submit an outdated application form, it may be returned to you.** To verify the correct form version and required fees, consult the TDLR web site ([www.tdlr.texas.gov](http://www.tdlr.texas.gov)) or contact TDLR using the information at the top of the first page.
- All fees are required with this application. The license application fee is \$75.** Make one check or money order for the total amount payable to the Texas Department of Licensing and Regulation. Mail fees and paperwork to TDLR, P. O. Box 12157, Austin, TX 78711. **Do not send exam fees to TDLR. The exam fees will be paid directly to PSI. Application fees are not refundable.**

**STATEMENT OF APPLICANT**

By signing this application I certify all information submitted on this and attached forms is true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of the application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Signature of Applicant

**NOTE 1:** The Department will add your address to the Court Interpreter email notification list, which automatically provides information from the Department on matters affecting Licensed Court Interpreters. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public. See additional information at the following link: [www.tdlr.texas.gov/newsletters/TDLRnotificationLists.asp](http://www.tdlr.texas.gov/newsletters/TDLRnotificationLists.asp).

**NOTE 2:** State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSCLC)** unless the licensee has entered into a repayment agreement with TGSCLC. **YOU SHOULD CONTACT TGSCLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSCLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed Student Loan Corporation, P.O. Box 15996, Austin, Texas 78761-5996, Telephone: 1-800-222-6297.**